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From: Danforth, Deborah (DPH)
Sent: Wednesday, November 08, 2006 9:00 AM
To: Danforth, Deborah (DPH); Morrison, Robert (DPH); Walsh, Paul (DPH); Nawn, Kathleen (DPH); Ridley, Stephen (DPH); Caloggero, Dina (DPH); Pribeck, Kristen (DPH); Nagle, Austin (DPH); Nassif, Julianne (DPH); Jacobsen, Patricia (DPH); Rubin, Alan (DPH); Servizio, Paul (DPH); Clemmer, Jill (DPH); Salemi, Charles (DPH); Stevenson, Allan (DPH); Piro, Peter (DPH); Borne, Alan (DPH); Peppe, Joseph (DPH); Hankerson, Jacqueline (DPH); Borne, Deborah (DPH); Borne, Paul (DPH); Greer, Garry (DPH); DiNatale, Margaret (DPH); Dooley, Jacqueline (DPH); Beck, Ann (DPH); Hernandez, Rosa (DPH); Bertrand, Thomas (DPH); Ratelle, Sylvie (DPH); Haney, Gillian (DPH); Han, Linda (DPH); Dean, Bob (DPH); Murphy, James (DPH); Fausett, Gary (DPH); Chen, Karen (DPH); Kazianis, Arthur (DPH); Gonzalez, Yvonne (DPH); Konomi, Raimond (DPH); Acloque, Roslyn (DPH)
Subject: RE:

I want to address printing orders. The rule for printing is that if you are having a new job printed you must first see if Central Reprographics can print the job. If they are unable to do so then you must attempt to receive quotes from 3 other vendors on the printing contract. When attempting to get your quotes you must give all potential bidders the same information as well as a time frame as to when you want the bid response. Once this process is done you need to enter an order into the purchasing program and forward to the purchasing office a copy of all quotes. Please attach these quotes to a copy of the order you entered into purchasing.

Please remember that if you have a job that you consider to be just additional copies, if you change one thing this is considered a new printing job.

If you have any questions about this procedure please contact Debbie Danforth at 6231